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October 2, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe *Wendy L. Watanabe*
Acting Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – ROLLING HILLS
GROUP HOME**

We have completed a review of Rolling Hills Group Home (Group Home or Agency), which contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Rolling Hills Group Home is a six-bed facility, which provides care for boys ages 14-17 years who exhibit behavioral, social and emotional difficulties. At the time of the monitoring visit, Rolling Hills Group Home was providing services for four DCFS children.

Rolling Hills Group Home is located in Ventura County.

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the services as outlined in their Program Statement except for a few deficient areas.

The Group Home needs to assess all children within 30 days of placement, maintain current and comprehensive Needs and Services Plans that include input from all members of the treatment team and the child and provide children with identified treatment services. The Group Home also needs to provide children with the required monthly clothing allowance and encourage and assist children in creating and maintaining photo albums/life books.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Don Chadwick at (626) 293-1102.

WLW:MMO:DC:CC:dl

Attachments

c: William T Fujioka, Chief Executive Officer
Patricia S. Ploehn, Director, DCFS
Susan Kerr, Senior Deputy Director, DCFS
Robert B. Taylor, Chief Probation Officer
Jacquie Richardson, Board President, Rolling Hills Group Homes
Ann Coli, Executive Director, Rolling Hills Group Homes
Public Information Office
Audit Committee

**Rolling Hills Group Home
Simi Valley, California 93063
License Number: 561703374
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Rolling Hills Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting and storage space. Window coverings and window screens are in good repair. The beds all have a full complement of linens. However, a mattress in bedroom three is sagging and damaged. Children's sleeping arrangements are appropriate.

The Group Home maintains age-appropriate and accessible recreational equipment. There are also board games, a TV and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

- 1. Rolling Hills Group Home management replace the damaged mattress in bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. However, children are not assessed for needed services within 30 days of placement.

The Needs and Services Plans (NSPs) are not current and input from all members of the treatment team and the child is not included in the development and implementation of the NSPs. The NSPs are not comprehensive and do not include measurable and achievable short and long term goals.

Case files do not reflect adequate documentation to show that children are receiving treatment services.

Recommendations**2. Rolling Hills Group Home management:**

- a. Complete an initial assessment for children within 30 days of placement.
- b. Complete and maintain current and comprehensive NSPs that include short and long term goals.
- c. Include input from the treatment team and the child in the development and implementation of the NSPs.
- d. Provide all children with treatment services that are identified in their NSPs.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendation

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size: Two

Comments:

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities. Children also participate in extra-curricular, enrichment and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendation

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication. Medication distribution logs are properly maintained.

Recommendation

There are no recommendations for this section.

VI. Personal Rights

Method of assessment – Interviews with children

Sample size: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that the staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to make and receive personal telephone calls, send and receive unopened mail and have private visitors. Children attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks. Children also receive voluntary medical, dental and psychiatric care.

Recommendation

There are no recommendations for this section.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides appropriate clothing and items of necessity. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity. However, children do not receive the required \$50 monthly clothing allowance.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. However, children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

3. Rolling Hills Group Home management:

- a. Provide all children with the required \$50 monthly clothing allowance.**
- b. Encourage and assist all children in creating and maintaining photo albums/life books.**

Recommendation: Rolling Hills Group Home management need to replace the damage mattress in bedroom three.

Corrective action plan: We replaced mattress on 2/14/08. In fact we changed out 2 others to assure quality for the future. We now do monthly checks of mattresses. Facility manager and staff will do the checks and administrator will oversee that we do this monthly.

Recommendation: Rolling Hills group home management:

A. Complete an initial assessment for all children within 30 days of placement.

Corrective action plan: All NSP are now current. NSP's will be started the 3rd week after placement. Facility manager and therapist are going to NSP training on March 29th, 2008 from 2pm-4pm. **Therapist and facility manager** are in charge of the write up, information and signing of all NSP. Our **administrator** will oversee and sign all work. He now keeps track by having a ledger with dates that all are due.

B. Complete and maintain current, comprehensive NSP's for all children in a timely manner.

Corrective action plan: All NSP's are current. Therapist, administrator, facility manager, executive director, social workers, teachers, employers and other contacts are to be contacted. NSP's are started on the 3rd week of initial placement once information is ascertained. **Administrator** is responsible to have reports completed on time and **facility manager** will type the information with the help of therapist. All updated NSP's and quarterly reports will be started 1-2 weeks before due.

C. Include the treatment team in the development and implementation of the NSP's with input from child.

Corrective action plan: All NSP's will have the names of all parties involved in child's treatment team. The new NSP program allows all names involve to be typed in and procedure is implemented. Therapist, CSW and/or P.O. administrator, child and possibly anyone else involved with case will sign NSP after reviewed and accepted. **Facility manager** will make calls and get information and signatures. **Administrator** will oversee that this is done.

D. Provide all children with treatment services that are identified in their NSP's

Corrective action plan: All NSP's are up to date and action taken to involve all treatment. **Facility manager** will input all information and therapist will type her comments within 1st 30 days and updated every 90 days as needed. **Administrator** will oversee that this is done.

Recommendation: Rolling Hills Group Home management:

A. Provide all children with the required \$50 monthly clothing allowance.

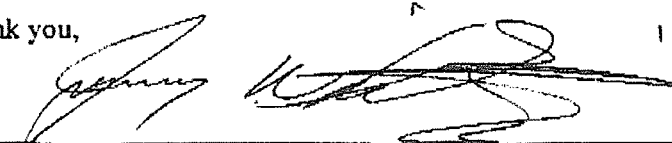
Corrective action plan: Immediately after CAP was asked for this matter we complied. We now keep a separate ledger and separate envelopes with clothing allowance. They will get \$50 put in their envelope by the 15th of the month. Our **executive director** will be in charge of the money and **administrator** will oversee that this happens once a month.

B. Encourage and assist all children in creating and maintaining photo albums/life books.

Corrective action plan: Life books have been given to all current residents. Life books were purchased 2/13/08 and passed out that same day. Our **administrator** shall keep record that all residence will have life books. It will be given to them upon their date of entry if they do not have one already. **Staff and therapist** are working on helping residents with up keeping.

The responsible party to insure all procedures are running correctly is our administrator Joey Whiting.

Thank you,



Joey Whiting Administrator for Rolling Hills Group Home